



## **STRATEGIC MANAGEMENT AND DIVERSITY DIRECTOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and administer the activities and operations of the Strategic Management and Diversity Office. To coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

### **Supervision Received and Exercised:**

Receives direction from the Deputy City Manager – Chief Financial Officer (CFO).

Exercises direct supervision over professional, technical, and clerical staff.

### **Position Information:**

The role of the Strategic Management and Diversity Director is to oversee the City's activities in strategic planning and diversity. The Strategic Management and Diversity Director is responsible for the management of the Tempe Learning Center; diversity and inclusion activities and oversight for the employee population; and strategic planning throughout the organization. The Strategic Management and Diversity Director is responsible for determining policies; planning long term programs; managing the office's budget and handling complex administrative duties.

In addition, the Strategic Management and Diversity Director develops and promotes a solid relationship with the general public; City Council; boards and commissions; various employee groups, other City departments; and other municipalities.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Administer, plan, and direct the activities of the Strategic Management and Diversity Office.
- Advise, consult and provide information to the Deputy City Manager - CFO regarding strategic planning and diversity related issues and policies.

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### Strategic Management and Diversity Director (continued)

- Analyze, develop and present recommendations to the City Manager, Deputy City Managers, and/or City Council as necessary.
- Provide leadership and direction with planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, federal regulations, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Advise and assist the City Manager, Deputy City Managers, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of a work plan for the office; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Research and review relevant City policies, practices, programs, and recommend and implement new programs, practices and services.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the office budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Have a strong commitment to value diversity and inclusion in the Office and the City.
- Perform related duties as assigned.

## **Minimum Qualifications:**

### **Experience:**

Eight years of progressively responsible management experience in a public agency in the area of strategic planning; diversity and inclusion; and/or an area related to the core functions of this position.

### **Education:**

Bachelor's degree from an accredited college or university in business management, public administration or a degree related to the core functions of this position. Master's degree is preferred.

### **Licenses/Certifications:**

None

### **Examples of Physical and/or Mental Activities:**

- Operate computers and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- Requires working extended hours

### **Competencies:**

Interpersonal skills: Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Customer Service: Understand customer needs; provide prompt, efficient and courteous assistance; follow up with customers; and actively look for ways to improve service.

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### Strategic Management and Diversity Director (continued)

**Planning and Organizing:** Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

**Dependability and Reliability:** Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.

**Willingness to Learn:** Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demands and participates in training to address; and seek constant feedback.

**Critical and Analytic Thinking:** Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

**Teamwork:** Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

**Problem Solving and Decision Making:** Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit to a solution in a timely manner.

**Job Code: 025**

**Status: Exempt/ Unclassified**